

CONFLICT OF INTEREST POLICY

v1.0 (last updated Jun-25)

Introduction

Sunshine Coast Breastfeeding Support is committed to ensuring that all decisions and activities are carried out with integrity, transparency, and in the best interests of the charity and those we support. Trustees, volunteers, staff, and anyone acting on behalf of the charity must recognise and manage any situations where personal interests, relationships, or loyalties could conflict with their duty to the charity. This policy outlines how the charity will identify, disclose, and manage actual, potential, or perceived conflicts of interest, safeguarding the charity's reputation and ensuring decisions remain fair, impartial, and fully focused on our charitable purpose.

Definition of Conflict of Interest

A conflict of interest arises when an individual's personal interests, or those of a connected person or organisation, could interfere with their duty to act solely in the best interests of the charity. This may include:

- Financial interests (direct or indirect benefit from contracts, funding, or services).
- Personal interests (family, friendships, close relationships, or personal beliefs that may affect objectivity).
- Professional interests (other employment, board positions, or voluntary roles).
- Loyalty conflicts (where duty to another organisation or person may conflict with duty to the charity).

Duty to Disclose

All trustees, volunteers, and representatives have a continuing duty to declare any actual or potential conflicts of interest as soon as they arise.

Managing Conflicts of Interest

When a conflict of interest is declared or identified:

- The individual must withdraw from discussions or decisions where the conflict exists.
- The remaining trustees will consider whether it is appropriate for the individual to participate in related activities.
- Where necessary, external advice may be sought to ensure impartiality.



In serious or ongoing cases, trustees may review whether continued involvement in the charity is appropriate.

Trustee Responsibilities

Trustees have a legal duty to:

- Act only in the charity's best interests.
- Avoid situations where personal or external interests conflict with charity duties.
- Manage any conflicts openly and in accordance with this policy.
- Ensure decisions are made collectively and fairly, based on full and accurate information.

Failure to Comply

Failure to disclose conflicts of interest or comply with this policy may result in disciplinary action, removal from position, or other appropriate measures, depending on the severity of the breach.

Changes to This Policy

We may update this policy from time to time to ensure it remains effective and up to date. The latest version will always be published on our website and dated clearly at the top of the page.

How to Get in Touch With Us

If you have any questions about this Policy, please contact us by email at info@sunshinecoastbreastfeedingsupport.com.